

TOWNSHIP OF MIDDLETOWN SEWERAGE AUTHORITY

ADMINISTRATION OFFICE

CENTER AVENUE, BELFORD, NJ 07718

AGENDA FOR REGULAR AND REORGANIZATION MEETING

FEBRUARY 18, 2014 7:50 p.m.

19

8:00

MEETING CALLED TO ORDER

AT 8 P.M. BY CHAIRPERSON BOUW

PLEDGE OF ALLEGIANCE

MEETING STATEMENT

ROLL CALL

MR. ROGERS ✓
MRS. SMITH absent
MR. STOKES via call-in
MR. WREDE ✓
MR. ZAPCIC ✓
MRS. BOUW ✓
MR. OSTRANDER absent

Also present:
W. Meyler
J. Van Dorge
R. Leahy
R. Nierstedt
B. Rischman
G. Nole
B. Hoyerik
M. Schillberg

REORGANIZATION

APPOINTMENT OF
CHAIRPERSON

①

RES. 5/14 APPOINTMENT OF Bouw
AS CHAIRPERSON.

M _____ S _____

CR ___ JS ___ TS ___ EW ___ AZ ___ CB ___

APPOINTMENT OF
VICE CHAIRPERSON

②

RES. 6/14 APPOINTMENT OF Wrede
AS VICE CHAIRPERSON.

M _____ S _____

CR ___ JS ___ TS ___ EW ___ AZ ___ CB ___

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800

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APPOINTMENT OF
SECRETARY/TREASURER

(3)

RES. 7/14 APPOINTMENT OF Smith
AS SECRETARY/TREASURER.

M _____ S _____

CR ___ JS ___ TS ___ EW ___ AZ ___ CB ___

* The board went into a 15-minute executive session at this point in the meeting.

APPOINTMENT OF AUDITOR

(4)

RES. 8/14 APPOINTMENT OF MR. WILLIAM
MEYLER, C.P.A. AS AUDITOR.

M _____ S _____

CR ___ JS ___ TS ___ EW ___ AZ ___ CB ___

APPOINTMENT OF ENGINEER

(5)

RES. 9/14 APPOINTMENT OF MR. JOHN VAN DORPE
OF MASER P.A. AS ENGINEER.

M _____ S _____

CR ___ JS ___ TS ___ EW ___ AZ ___ CB ___

APPOINTMENT OF ATTORNEY

(6)

RES. 10/14 APPOINTMENT OF MR. RICHARD C. LEAHEY JR.
AS ATTORNEY.

M _____ S _____

CR ___ JS ___ TS ___ EW ___ AZ ___ CB ___

OFFICIAL DEPOSITORIES

(7)

RES. 11/14 DESIGNATING VALLEY NATIONAL BANK AND
TWO RIVERS COMMUNITY BANK AS OFFICIAL DEPOSITORIES.

M _____ S _____

CR ___ JS ___ TS ___ EW ___ AZ ___ CB ___

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OFFICIAL NEWSPAPERS

8

RES. 12/14 DESIGNATING THE ASBURY PARK
PRESS AS OFFICIAL NEWSPAPER.

M _____ S _____

CR ___ JS ___ TS ___ EW ___ AZ ___ CB ___

FISCAL YEAR

9

RES. 13/14 APPROVING 1/1/14 THRU
12/31/14 AS FISCAL YEAR OF THE
AUTHORITY.

M _____ S _____

CR ___ JS ___ TS ___ EW ___ AZ ___ CB ___

MEMBERS SALARY

10

RES. 14/14 APPROVING ANNUAL SALARY OF
CHAIRPERSON AND MEMBERS.

M _____ S _____

CR ___ JS ___ TS ___ EW ___ AZ ___ CB ___

MEETING DATES

11

RES. 15/14 APPROVING REGULAR MEETING
DATES FROM MARCH 2014 TO FEBRUARY 2015.

M _____ S _____

CR ___ JS ___ TS ___ EW ___ AZ ___ CB ___

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19 500

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MINUTES OF REGULAR MEETING

16, 2014 public session

(12)

M_____S_____

CR__JS__TS__EW__AZ__CB__

CONSENT AGENDA

RESOLUTIONS 16/14 THRU 19/14

(13)

M_____S_____

CR__JS__TS__EW__AZ__CB__

TREASURER'S REPORT
OPERATING BILLS

RES. 16/14 APPROVING PAYMENT OF
OPERATING BILLS IN AMOUNT OF \$508,543.46

(14)

M_____S_____

CR__JS__TS__EW__AZ__CB__

CONSTRUCTION FUND

RES. 17/14 APPROVING PAYMENT OF
CONSTRUCTION FUND BILLS OF \$293,633.19

(15)

M_____S_____

CR__JS__TS__EW__AZ__CB__

REVENUE FUND REQ. 2/2014

RES. 18/14 APPROVING REVENUE FUND
REQ. 2/2014 IN THE AMOUNT OF \$733,543.46

(16)

M_____S_____

CR__JS__TS__EW__AZ__CB__

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19 800

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GENERAL FUND

(17)

RES. 19/14 APPROVING TRANSFER FROM THE
THE GENERAL FUND TO THE CONSTRUCTION
ACCOUNT IN THE AMOUNT OF \$293,633.19

M _____ S _____

CR ___ JS ___ TS ___ EW ___ AZ ___ CB ___

ENGINEER'S STATUS REPORT:

(18)

HURRICANE SANDY SUPPORT SERVICES

MCC/GENERATOR/CO-GEN EVALUATION STUDY

AERIAL CROSSING SEWER REHABILITATION PROJECT

MAIN STREET REPAIR/REPLACEMENT - on hold
EVALUATION REPORT

PUMP STATION EMERGENCY - waiting for gas. co. response
FACILITIES EVALUATION

PUMP STATION SUSCEPTIBILITY TO
FLOODING EVALUATION

EMORY DRIVE PUMP STATION FORCE MAIN - Equipment
delivery was delayed. June start date.
NJEIT FUNDED PROJECTS

ENGINEER'S SUB-DIVISION REPORT:
PRELIMINARY AND FINAL
APPLICATION

(19)

RES. 20/14 APPROVING THE PRELIMINARY AND FINAL
APPLICATION FOR #386 RED HILL ROAD SUBDIVISION,
RED HILL ROAD AND JAKOB COURT.

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FEBRUARY 15, 2014 7:30 p.m.

19

800

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RISK MANAGER NEW JERSEY
UTILITIES AUTHORITY JOINT
INSURANCE FUND

20

RES. 21/14 NAMING RISK MANAGEMENT CONSULTANT
FOR ONE YEAR. 1/1/14-12/31/14

M_____S_____

CR__JS__TS__EW__AZ__CB__

RESOLUTION AUTHORIZING
FOR DISPOSITION OF
LITIGATION

21

RES. 22/14 AUTHORIZING FOR DISPOSITION
OF LITIGATION. *- Related to an easement.*

M_____S_____

CR__JS__TS__EW__AZ__CB__

RESOLUTION APPOINTING
EEOC OFFICER

22

RES. 23/14 APPOINTING BROOKE KOLIBAS AS TOMSA
EEOC OFFICER. *- TOMSA will seek direction from Township
EEO officer as to training.*

M_____S_____

CR__JS__TS__EW__AZ__CB__

AUTHORIZED REPRESENTATIVE
TO NEW JERSEY ENVIRONMENTAL
INFRASTRUCTURE TRUST

23

RES. 24/14 NAMING RAYMOND J. NIERSTEDT
AUTHORIZED REPRESENTATIVE TO NJDEP AND THE NJEIT.

M_____S_____

CR__JS__TS__EW__AZ__CB__

RESOLUTION AUTHORIZING
ESTIMATION OF COST FOR
PROJECTS TO BE SUBMITTED
TO NJDEP LOAN PROGRAM

24

RES. 25/14 AUTHORIZING ESTIMATION OF COST FOR
PROJECTS TO BE SUBMITTED TO NJDEP LOAN PROGRAM.

M_____S_____

CR__JS__TS__EW__AZ__CB__

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FEBRUARY ~~18~~, 2014 7:30 p.m.
19 8:00

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RESOLUTION TO SIGN
CHECKS FOR APPLICATION
FEE TO NJDEP AND NJEIT

RES. 26/14 AUTHORIZING RAYMOND J. NIERSTEDT TO
SIGN CHECKS FOR THE APPLICATION FEES FOR THE PROJECTS
SUBMITTED TO THE NJDEP AND NJEIT.

(25)

M _____ S _____

CR ___ JS ___ TS ___ EW ___ AZ ___ CB ___

EXECUTIVE DIRECTOR'S REPORT:

MONTHLY STATUS REPORT (26)

FEBRUARY 5, 2013

KEY INDICATORS PRESENTATION (27)

REVIEW KEY INDICATORS 2013

CONSTRUCTION FUND ANALYSIS (28)

ANALYSIS OF FUNDS AVAILABLE
AND SIX (6) MONTH PROJECTIONS.

BUDGET ANALYSIS (29)

OPERATING BUDGET ANALYSIS
THRU DECEMBER 31, 2013

MANAGERS REPORT (30)

MAINTENANCE DEPT (31)

PUBLIC COMMENTS

(32)
EXECUTIVE SESSION (33)

EXECUTIVE MINUTES 12/16/13
EXECUTIVE MINUTES 1/16/14

ATTORNEY REPORT

EXECUTIVE DIRECTOR'S REPORT

ADJOURNMENT:

AT _____ P.M.

MINUTES
TOMSA board meeting
Wednesday, Feb. 19, 2014
(annual re-organization meeting)

The meeting was video recorded. Unlike many past meetings when noise from the HVAC duct made discussion inaudible, the HVAC system wasn't running at this meeting. If you have any questions about what was discussed, call TOMSA at 732-495-1010.

The public meeting began at 8 p.m. and ended around 9:15 p.m. Five board members were present: Tom Stokes (via conference call), Emil Wrede (vice chair), Chantal Bouw (chair), Charles Rogers and Andrew Zapcic. Board members Michael Ostrander (appointed on 1/23/14) and Joan Smith were absent. Also present were Raymond Nierstedt (director), Richard Leahey (attorney), John Van Dorpe (engineer), William Meyler (auditor), Brian Rischman (staff engineer), Marie Schillberg (recording secretary), George Nole (maintenance manager), Brian Hrycyk (superintendent). There was one public attendee.

The February meeting is TOMSA's re-organization meeting. Officers were selected. Bouw, Wrede, and Smith remained chair, vice chair, and treasurer/secretary, respectively. (**Resolutions 5/14 through 7/14**)

The board went into a 15-minute executive session prior to the professional appointments. Upon returning to public session, Meyler, Van Dorpe, and Leahey retained their respective appointments as auditor, engineer, and attorney. (**Resolutions 8/14 through 10/14**)

Other typical resolutions were adopted (**Resolutions 11/14 through 15/14**). These included board member annual salaries (\$2150 for chair, \$1750 for other members) and regular meeting dates. The board moved their meetings, which for years were the 2nd Thursday of each month, to the 3rd Monday of the month for the coming year. (Township Committee meetings are also held on the 3rd Monday at the same time.)

The minutes for the public session of the January 16, 2014 regular meeting were adopted.

The consent agenda was adopted (**Resolutions 16/14 through 19/14**).

That was followed by the Engineer's report and adoption of **Resolution 20/14** approving preliminary and final application for 386 Red Hill Road subdivision.

Resolution 21/14 was adopted, appointing Peter Soriero as risk management consultant again for 2014.

Resolution 22/14 was adopted, authorizing disposition of litigation related to an easement matter.

Office staffer Brooke Kolibas was appointed TOMSA EEOC officer per **Resolution 23/14**. TOMSA will seek direction from the Township's EEO officer with regard to training.

Resolution 24/14 was adopted, naming TOMSA's executive director Raymond Nierstedt as the authorized rep to the NJDEP (NJ Department of Environmental Protection) and NJEIT (NJ Environmental Infrastructure Trust).

Resolution 25/14 was adopted, authorizing a cost estimate for a project to be submitted to the NJDEP Loan Program.

Resolution 26/14 was adopted, authorizing TOMSA's executive director Raymond Nierstedt to sign checks for application fees for projects submitted the NJDEP and NJEIT.

The executive director, office manager, and maintenance manager gave monthly status reports. A few points were:

- TOMSA ended the 2013 year a little over-budget on revenue, including slightly more investment interest than budgeted.
- Flow is still low at 5.5 million gallons daily. It was noted that no leaks have been found and that other treatment plants are experiencing the same drop.
- Thus far \$103K has been received from FEMA and \$247K from the JIF, for a total of \$350K. Another \$350K is expected out of about \$1 million in losses claimed. It was noted that some losses are not reimbursable.

There have been problems with the pipes freezing & leaking due to the prolonged cold weather.

PUBLIC COMMENT PERIOD:

Resident Linda Baum asked which minutes had been adopted at this meeting because the agenda doesn't list this information. She was told it was just the public session minutes for the 1/16/2014 meeting. She stated that executive session minutes must also be approved in public session, though the board may discuss them in executive session.

Ms. Baum said that she had recently received the public session minutes for TOMSA board meetings in the last two years. She said it was not clear from the minutes which meeting minutes -- public session or executive session -- had been adopted at any meeting. Ms. Baum also noted that the minutes are devoid of detail and not useful as a tool for the public or the board. She pointed out that any new board member would not be able to get up-to-speed by reading the Authority's meeting minutes.

Ms. Baum asked if minutes had been taken for the executive session held earlier at this meeting. She was told that they had been.

Following the public comment period, the attorney read a general statement announcing the board's intent to enter executive session, which began at about 9:25 PM.